

# CRIME ANALYST

**GRADE: 14**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Crime Analyst performs difficult skilled clerical and administrative work in the collection, collation, analysis, reporting and dissemination of information concerning crime trends and forecasts within the Rockville area. The work requires regular contacts within the department and occasional outside contacts supplying or seeking information on specialized matters. The physical work is light in nature, mostly in an office setting under good working conditions. The work, by its nature and scope, is subject to functional policies and goals under general managerial direction and has meaningful impact on the daily operation of the Police Department.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Researches, collects, collates, analyzes and disseminates information concerning crimes occurring within the City's boundaries.
- Extracts crime information from police reports, teletypes, and bulletins received by other agencies and enters information into an Access database.
- Identifies, researches, assesses, tracks and maps crime information for analysis and determines crime patterns and trends.

- Reviews and edits incident reports on a daily basis. Compiles pertinent information and submits a weekly "News Report" to be used by the police officers.
- Distributes law enforcement bulletins.
- Develops and distributes crime alert bulletins.
- Extracts information from incident reports generated by the Department on a daily basis and enters the information into a database.
- Prepares reports outlining specific information from the previous week's activity logs.
- Develops and maintains databases and runs weekly and monthly reports associated with Event Reports, Field Interview Reports, Security Surveys, Traffic Accident Reports, Case Management, Intelligence files, and Trespass letters.
- Reviews all police reports for accuracy and completeness.
- Prepares monthly arrest totals by officer for statistical purposes.
- Maintains event report files (Adult and Juvenile; DWI's; Burglaries; Arrests; etc.)
- Researches calls for service and prepares neighborhood crime statistics for the Chief of Police and Community Services Officer.
- Maintains Field Interview/arrest photo album.
- Perform a variety of research activities with minimal supervision.
- Answers telephones, interviews callers and tactfully answers requests and screens telephone calls.
- Ensures confidentiality of records and correspondence.
- Performs other duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school and two years clerical experience including data entry and statistical analysis. Prior crime analysis training preferred.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of Department goals and objective.
- Skill in use of a personal computer, using word processing and data bases.
- Ability to work with limited supervision under broad managerial direction.
- Ability to identify, research, assess, track and map crime information to determine trends.
- Ability to develop professional, accurate and detailed reports derived from data analysis.
- Ability to communicate and work effectively with individuals both within and outside the organization.